

## **Request for Proposals Technical Assistance for the HOME Program**

The Mobile County Commission is requesting proposals for the provision of professional services consisting of technical assistance and administration related to the U.S. Department of Housing and Urban Development HOME Investment Partnership Program.

### **Background:**

The Mobile County Commission (the County) serves as lead agency of the Mobile County Urban County Consortium, a nine municipal member consortium. The Consortium became a participating jurisdiction in 2002. For the program year 2012, the Consortium received a HOME allocation of \$544,387 and has \$1,000,000 (which includes program income) to commit by June 30, 2013. The County has two established homeownership programs: Down-Payment Assistance and Construction of Single-Family Homes. The County is implementing a new rental program, Construction of Affordable Rental Housing, and is considering the implementation of a program for the acquisition/rehabilitation of single-family homes for rental/lease/homeownership.

### **Statement of Needs:**

Technical assistance shall begin upon signing of a contract, shall be comprehensive, and shall include, but not be limited to:

1. Review and make recommendations for improvement of the CHDO application. Assist in review and selection of new CHDO applicants.
2. Review and evaluate applications from developers for multi-family rental and single-family homeownership projects. Projects may include Low Income Housing Tax Credit deals. Assist with and train staff on the project selection process, including appropriate screening of projects based on eligibility and project readiness, to include underwriting, developer capacity, market analysis, and other tasks, as necessary.
3. Assist the County in interactions with developers and project sponsors during all phases of the project.
4. Assist with preparation of new loan agreements and security documents to ensure compliance with HOME rules. Review and make recommendations for improvements to existing loan agreements and security documents.
5. Review and develop policies and procedures, documents, program forms, protocols, project files, record keeping and monitoring procedures for rental/lease programs. Prepare site visit schedule and work plan, as necessary in compliance with all applicable regulations and requirements.

6. Assist staff in developing forms, protocols, and reports required from developers, managers, tenants and property owners in order to facilitate compliance with all program or project-related reporting and recordkeeping requirements, whether imposed by Federal, State or Local laws or rules. Provide training to staff on procedures to follow when reviewing such project-related documents.
7. Review and make recommendations for improvement of policies and procedures, and documents relating to existing homeownership programs, including project files, record keeping and monitoring procedures.
8. Provide technical assistance and training to staff, as needed.
9. Perform other work tasks as necessary.

It is expected that the consultant will be available to work on site, as needed. The County currently has limited staff available to support the consultant and will rely on the personnel, experience and expertise of the consultant to ensure completion of the work within a one year period.

Proposal and Submission Requirements:

Responses to this Request for Proposals (RFP) shall be submitted in a sealed envelope containing one (1) original and two (2) copies. The envelope must be plainly marked on the outside as follows:

PROPOSAL: Technical Assistance for the HOME Program

Submittals should be addressed to:

Nayyer Mahdi  
Director of Grants Management  
Mobile County Commission  
Eighth Floor of the South Tower of Mobile Government Plaza  
205 Government Street  
Mobile, Alabama 36644

Submittals must be received by the receptionist in the Office of the County Commission Administration, Eighth Floor of the South Tower of Mobile Government Plaza, prior to 1:00 p.m. Central Standard Time on Wednesday January 23, 2013.

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the responder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. If a responder so wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified.

Out of state corporations shall furnish a certificate of authority to transact business in the State of Alabama. Out of state limited liability companies shall provide proof of registration to transact business in this state.

Proposal Format:

1. Title Page - Show the RFP subject, the name of your firm, address, telephone number, name of contact person, email address, and date.
2. The proposal shall include an original proposal transmittal letter signed in ink by a representative authorized to contractually bind their firm to the proposal.
3. Profile –
  - (a) State whether the responder is national, regional, or local;
  - (b) State the location of the office from which the services will be provided when not provided on-site;
  - (c) Describe the responder's experience in the provision of services described herein and the number of years engaged in this type of work. Provide a representative list of current and prior clients, including a contact person's name and telephone number, for whom such services have been provided
4. Summary of Qualifications - Identify each person who will be involved in the provision of services described herein. Describe each person's qualifications, including relevant experience and education/training in HOME Program management for participating jurisdictions. Familiarity with HOME federal grants including CPD 12-007 and HUD's new Proposed HOME Rule is required.
5. Litigation - State whether the responder has been involved in litigation within the last five years or if there is any pending litigation in any way arising out of the performance or delivery of services similar to those described herein. If so, provide a brief explanation of the issues involved and the outcome, if resolved.
7. Statement of Needs - Please restate each requirement and discuss whether or not the responder can provide the described services, how the requirement will be met or the extent to which responder can meet the requirement.
8. Availability - Provide a statement that responder is ready, willing and able to provide the services in accordance with this RFP and in accordance with respondent's proposal if selected.
9. Fees - Provide detailed proposed fee structure.

### Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the responder and individuals to be involved in the provision of services (30 points);
2. Availability and commitment of responder to provide the services immediately and expeditiously, as required within the one year timeframe (30 points);
3. Responder's approach, plan of work, recommended schedules, and overall understanding of the County's needs (25 points);
4. References demonstrating a thorough understanding of requirements and regulations governing the HOME program (10 points);
5. Cost (5 points).

### Questions Regarding This RFP:

Any questions or comments concerning the RFP must be submitted in writing to Nayyer Mahdi, Director of Grants Management, [nmahdi@mobile-county.net](mailto:nmahdi@mobile-county.net) and copied to Cathy Burden, Grants Administrator, [cburden@mobile-county.net](mailto:cburden@mobile-county.net) prior to the deadline for receipt of proposals or will be forever waived.

### Other Considerations:

1. Proposals submitted after the time and date specified in this RFP will not be considered.
2. The County reserves the right to select the proposal most responsive to the County's needs. Price will be considered, but need not be the sole determining factor. The County further reserves the right to award a contract from any of the proposals submitted, to reject any and all proposals, and to waive any informalities in the proposals received.
3. All materials submitted in response to this RFP become the property of the County and will be returned only at the option of the County. The County reserves the right to use any or all ideas presented in any response to the RFP, and selection or rejection of the proposal does not affect this right.
4. After the initial review of proposals, the County may invite representatives of firms responding to this RFP to discuss the proposal with key personnel who would be engaged in the provision of services. Such interviews will be conducted for fact finding and explanation purposes and will not include negotiation. The County will not be liable for expenses incurred in attending any such interview.
5. The County will conduct contract negotiations with the firm whose proposal is deemed most responsive to the County's needs. Until the County acts formally to

approve a contract, and until such contract is signed by both parties, the County is legally obligated in no respect.

6. In the event the County does not find any proposals submitted in response to this RFP acceptable, it may reject all proposals and at its discretion re-open the proposal process and invite additional firms to submit proposals.

7. The successful responder must maintain all licenses, permits, and other authorizations necessary to provide the needed services as required by federal, state, or local laws.

8. A Certificate of Insurance evidencing the minimum requirements set out in Exhibit A must be provided to and accepted by the County prior to commencement of any work.

9. The successful responder will be required to indemnify, defend and hold the County, its officers and employees harmless from and against all losses, claims, suits or judgments, including payment of attorneys' fees and costs, incurred or asserted against the County as a result of or arising from the firm's negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.

Term:

Any contract resulting from this RFP will be for a one (1) year term, renewable annually for a total of up to three (3) years, at the option of the County.

**THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES AND IS AN EQUAL OPPORTUNITY EMPLOYER**

## Exhibit A

The Consultant shall obtain at its own expense, and maintain in full force and effect during the term of any contract resulting from this RFP, a policy or policies of insurance, issued by an insurance company or companies licensed to conduct business in the State of Alabama and having a minimum A.M. Best rating of "A-VII", providing the following coverages and containing coverage limits not less than the following:

- a. Commercial General Liability (public liability including premises, products and completed operations)

Bodily injury and property damage combined:

\$1,000,000 per occurrence  
\$1,000,000 aggregate

**Such policy shall name the Mobile County Commission, its officers and employees, as additional insured.**

- b. Automobile Liability (including owned, non-owned and hired vehicles)

Bodily injury and property damage combined:

\$1,000,000 per accident

- c. Workers' Compensation and Employers Liability

Part One: Benefits as required by Alabama law

Part Two: \$1,000,000 per accident  
\$1,000,000 each employee  
\$1,000,000 policy limit

All such policies shall contain an endorsement requiring the insurer to provide thirty (30) days' notice to the County prior to the cancellation thereof.

The Consultant shall provide the County a certificate of insurance prior to commencement of the work.